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MINUTES

MEDICAL STAFF CAREER SERVICE BOARD MEETING  
Wednesday, 12 October 1960

Present: C/MS - Chairman . . . . . Dr. Tietjen  
C/OD - Voting Member . . . . . Dr. [REDACTED]  
C/PS - Voting Member . . . . . Dr. [REDACTED]  
C/CD - Voting Member . . . . . Dr. [REDACTED]  
Personnel Placement Officer . . . . . Mr. [REDACTED]  
AC/SD - Acting Executive Secretary . . . . . Mr. [REDACTED]  
Secretary to C/MS - Recording Secretary . . . . . Miss [REDACTED]

25X1A

1. Minutes of Previous Meeting

The Minutes of the Medical Staff Career Service Board Meeting of 28 September 1960 were approved by the Members without comment.

2. Review of Fitness Reports

Fitness Reports recently completed on the following personnel are available for the review of the Members:

25X1A9 [REDACTED], Administrative Officer  
[REDACTED] GS-10, Medical Service Officer  
[REDACTED] Medical Technician  
[REDACTED] GS-9, Secretary-Stenographer  
[REDACTED] GS-7, Medical Technician  
[REDACTED] Medical Technician  
[REDACTED] GS-7, Medical Technician

3. Reassignment and Promotion

The Acting Executive Secretary reviewed a request from DC/SD to C/SD for consideration of the reassignment of [REDACTED], GS-7, 25X1A9a from the position of Medical Technician to that of Pharmacist. At the 25X1A9a time of Mr. [REDACTED] entrance on duty, there were plans to assign [REDACTED] 25X1A9a to the Pharmacist position and, therefore, despite his qualifi-25X1A9a cations as a Registered Pharmacist, Mr. [REDACTED] was assigned to the 25X1A9a position of Medical Technician. Mr. [REDACTED] assignment did not materialize 25X1A9a and he has been transferred to the Office of Logistics. Since individuals assigned to the Pharmacist position have been given the grade of GS-9, the memorandum also contained a request for Mr. [REDACTED] promotion to 25X1A9a GS-9. The Members approved the reassignment but further discussion arose regarding the promotion. C/OD favored the promotion to GS-8 in view of the Medical Staff practice of one-grade promotions. C/PS favored the promotion to GS-9 since Mr. [REDACTED] has been and will continue to perform 25X1A9a at that level. C/CD asked about the future plans for his assignment and

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was informed he will remain at Headquarters in his present assignment for the foreseeable future. However, at some future date, Mr. [REDACTED] may be considered as a replacement for Mr. [REDACTED] at [REDACTED] or for a [REDACTED] assignment which is in process of formalization by the Operations Division. In view of this, C/CD concurred in the promotion to GS-9. In summary, the Board voted unanimously to reassign Mr. [REDACTED] to the GS-12 Pharmacist position and the majority of the Members endorsed his promotion.

4. Recommendation for Award

The Acting Executive Secretary reviewed a recommendation from the Chief, [REDACTED], concurred in by the Chief, FE Division, and the Chief of Project [REDACTED] that [REDACTED] GS-7, Medical Technician, be awarded a Certificate of Merit. C/OD informed the Members that this award was recommended on the basis of Mr. [REDACTED] prompt action in ministering to an injured trainee at the Project during his movement to a hospital and, thus, saving his life. Furthermore, Mr. [REDACTED] remained at the hospital caring for the patient and protecting the security of the Project which may have been compromised by the injured man. All of this is considered to have been performed under hardship conditions and at the personal sacrifice of Mr. [REDACTED]. After C/MS' review of Regulation [REDACTED], which outlines the criteria for the granting of this award, the Members agreed that Mr. [REDACTED] should be so honored. However, C/MS stated he would take the matter under advisement before making a decision.

With regard to the future plans for Mr. [REDACTED] C/OD stated he has recommended he be returned to Headquarters in approximately four weeks for technical training to prepare him for an overseas assignment. Mr. [REDACTED] has been assigned to Project [REDACTED] for approximately ten months and has been separated from his family during this period of time. He was promoted to GS-7 in September 1960.

5. Request for Training

The Acting Executive Secretary reviewed an Application for Training submitted by [REDACTED] GS-11, Medical Service Officer. Approval of this application would effect reimbursement to Mr. [REDACTED] for training in the field of medical laboratory techniques which he is receiving during off-duty hours in preparation for his overseas assignment. The cost involved is \$53 per month or a total of approximately \$373. The Members voted to endorse this application and to forward it to the Office of Training with the recommendation that it be approved.

6. Review of Field Reassignment Questionnaire

The Field Reassignment Questionnaire recently received from [REDACTED] GS-9, Medical Technician, currently assigned at Project [REDACTED] was reviewed. Mr. [REDACTED] requested assignment to Headquarters for training in the administrative field and then another overseas assignment. The Acting Executive Secretary recommended this request be approved and that

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Mr. [REDACTED] be considered for assignment to [REDACTED] upon completion of the requested training, as a replacement for [REDACTED] who is due to return to Headquarters in December 1961. The Members concurred in this recommendation and Mr. [REDACTED] will be informed, through dispatch channels, of this decision.

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7. Miscellaneous

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a. The Acting Executive Secretary reviewed briefly the Report of Clerical Induction Training recently completed by [REDACTED] GS-3, Clerk. Because of her failure to meet Agency standards, [REDACTED] grade was reduced from GS-4 to GS-3.

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b. The Acting Executive Secretary asked that consideration be given to the assignment of [REDACTED] GS-6, Medical Technician, to Project [REDACTED] as a replacement for H [REDACTED] C/MS asked that this assignment be deferred until C/CD has had an opportunity to consider it in more detail.

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MS/mam

Distribution:

Orig - C/MS

1 - DC/MS

1 - C/OD

1 - C/PS

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